



Nicholas A. Toumpas  
Commissioner

William W. Fenniman, Jr.  
Director

**STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION FOR JUVENILE JUSTICE SERVICES**

1056 NORTH RIVER ROAD, MANCHESTER, NH 03104  
603-625-5471 FAX: 603-624-0512 TDD Access: 1-800-735-2964

**REQUEST FOR PROPOSALS  
Dental Services SFY 2010/2011  
April 4, 2009**

**RFP Issued By:** \_\_\_\_\_ **RFP # 10-DJJS-MCS-01**  
**William W. Fenniman, Jr., Director**

**Section I: STATEMENT OF PURPOSE**

- A. It is the intent of the State of New Hampshire, acting through the Department of Health and Human Services, Division for Juvenile Justice Services (DJJS), to solicit proposals for dental services for SFY 2010/2011. To be eligible to provide this service the contractor must hold a Board of Dental Examiners license.
- B. Procurement will be in accordance with standard State procedures provided for in the State Manual of Procedures.
- C. Requests for Proposals (RFP) will be distributed to any interested party. Specifications and instructions for completion of the proposal are contained elsewhere in this RFP. The specifications cover the minimum requirements. Each proposal will be evaluated, in a manner described elsewhere in the RFP, on its demonstrated ability to meet these specifications, and in addition, on any special abilities based on the bidder's past experience or other factors, such as would be an inducement for proposal selection.
- D. Financial commitment by the State will not occur until such time as a contract is approved by the Governor of the State of New Hampshire and the Honorable Executive Council.

**THE DEADLINE FOR PROPOSAL SUBMITTAL IS: April 13, 2009 by 4:00 P.M.**

**Contact Person: Scott MacLean (603) 625-5471 X204.**

**Bids will be opened and recorded at 9:00 A.M. on April 14, 2009**

## **Section II: SPECIFICATIONS**

### **A. Program Specifications**

DJJS is looking to engage the services of an individual or organization to perform necessary dental services for children committed to the custody of the Department of Health and Human Services, Division for Juvenile Justice Services, Sununu Youth Services Center.

DJJS is seeking a vendor to provide six (6) hours per week, not to exceed three hundred (300) hours per year, at the Sununu Youth Services Center in Manchester with dental assessment and treatment to the residents. Contracted dentist will coordinate and schedule date and times to provide services with the department's nursing unit.

The contracted dentist, if DJJS contracts with a dental hygienist, will be responsible for providing "Public Health Supervision", in accordance with DEN 302.02, of the dental hygienist who may work eight (8) hours per week and for signing all forms required by the Board of Dental Examiners regarding this supervision.

#### **The contractor's performance will be measured by the following:**

- i. The dentist will provide assessment and restorative dental care to the level appropriate to this setting to 100% of the youths referred by the nursing staff.
- ii. The dentist will provide 100% of the required "Public Health Supervision" for the dental hygienist as required by the Board of Dental Examiners.

### **B. Special Provisions**

1. The contractor will begin providing services July 1, 2009 or the date of Governor and Executive Council approval whichever is later and will continue to provide services until June 30, 2011.
2. The Division reserves the right to renew the contract for up to an additional two year period subject to continued availability of funds, satisfactory performance of services, and approval by the Governor and Executive Council.
3. Either party may terminate this contract without cause upon ninety (90) days written notice.
4. Current Board of Dental Examiners license to be submitted with final contract documents.
5. Current Certificate of Insurance to be submitted with final contract documents.
6. Curriculum vitae to be submitted with bid.
7. Signed Health Insurance Portability and Accountability Act (HIPPA) Agreement to be submitted with final contract documents.
8. Non-individual applicants (agencies) who bid must submit the following with final contract documents:
  - a. Copy of agency's state of purpose or mission statement excerpt from the bylaws.

- b. List of key administrative personnel and their annual salaries, along with notations of whether they will be paid from the proceeds of the proposed contract or agreement.
  - c. List of Board of Directors, with home addresses.
  - d. Curriculum vitae of each individual directly involved in providing the required services, including the program director or manager and staff providing requested services.
  - e. Certificate of Good Standing, Registration or Authorization, as appropriate, and as issued by the NH Secretary of State.
9. Bidder's offer must meet the required specifications as written.

### **C. Payment to the Contractor**

1. The total annual reimbursement from the Division will not exceed the agreed upon contract price. When the annual contract price limitation is reached, the program will continue to operate at full capacity at no charge to the Division, or to Medicaid, for the duration of the State Fiscal Year.
2. Payment will be on a monthly cost reimbursement basis for actual expenses up to the total contract price, upon satisfactory provision of services.

### **Section III: INSTRUCTIONS TO BIDDERS**

#### **A. General**

1. The proposal must be signed in the manner described elsewhere in this RFP to be accepted for consideration.
2. An original of the proposal must be enclosed in a SEALED envelope clearly marked "Proposal Enclosed" and mailed, or hand-delivered to:

**Division for Juvenile Justice Services  
1056 N. River Rd.  
Manchester, NH 03104  
Attn: Scott MacLean, Manager of Health Services  
Note: Faxed proposals are not accepted**

3. Bidders will not contact DJJS staff regarding the proposal. All questions will be addressed to the contact(s) listed under Section I-D, Statement of Purpose.

## **B. Format and Sequence**

The following proposal sections are required, in the order and format specified below. Provide full and clear information addressing each section as follows:

1. Bid Information - Exhibit A-3:  
Fill in all information requested.

## **Section IV: PROPOSAL CHANGES**

- A. Proposals remain the property of the bidder until the Bid Opening. Changes to the proposal may be made by the bidder until that time.
- B. Changes to the bidder's proposal will not be made by the State at any time.

## **Section V: BID CLOSING**

- A. **Bids will be accepted until 4:00 P.M. on April 13, 2009. Bids will be opened and recorded on: April 14, 2009 at 9AM. Late bids will not be accepted.**
- B. Proposals, once opened and recorded, will be the property of the State and further changes by the bidder will not be allowed.

## **Section VI. PROPOSAL EVALUATION**

The Business Administrator and the Manager of Health Services, or their designees, will evaluate each proposal received using the criteria outlined below.

1. Specific evaluation criteria will include:
  - a. Cost
  - b. Curriculum vitae
  - c. Completeness of proposal

## **Section VII: FINAL SELECTION**

- A. The Business Administrator and the Manager of Health Services will select the proposal best meeting all criteria in the most cost efficient manner, considered to be the most advantageous to the State. Proposal selection does not guarantee contract award.
- B. The Business Administrator will notify the bidder selected of the bid award, and will also notify unsuccessful bidders of non-selection. Bid results will be made available upon written request.
- C. The contractor selected will provide evidence of current registration with the Secretary of State, such as a Certificate of Good Standing.

**Section VIII: NON-COMMITMENT OF THE STATE**

- A. The State reserves the right to accept or reject any or all proposals and to cancel this RFP in whole or in part upon written or published notice of intent to do so.
- B. The solicitation of bids by this RFP does not commit the State to award a contract to any RFP respondent.
- C. The State, upon determining that no satisfactory proposals have been received for any particular service, may decide to provide this service directly, may negotiate with a successful applicant for a related service to include this particular service as part of the service package, or may re-bid for this particular service.
- D. The State is not financially responsible for any costs incurred for the preparation of the proposal nor commitments made by the bidder in anticipation of contract award.

BID 10-DJJS-MCS-01  
EXHIBIT A-3  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION FOR JUVENILE JUSTICE SERVICES

Proposal for: DJJS Dental Services

Responding to RFP: #10-DJJS-MCS-01

OFFER: The undersigned hereby proposes to furnish to the STATE OF NEW HAMPSHIRE, the services as described in the PROPOSAL in accordance with the specifications contained in RFP #10-DJJS-MCS-01. \*

July 1, 2009 – June 30, 2010

I hereby offer to provide the Department of Health and Human Services, Division for Juvenile Justice Services with the treatment services to residents described in this document (excluding supervision of dental hygienist) for the amount of \$\_\_\_\_\_ PER HOUR.

July 1, 2010 – June 30, 2011

I hereby offer to provide the Department of Health and Human Services, Division for Juvenile Justice Services with the treatment services to residents described in this document (excluding supervision of dental hygienist) for the amount of \$\_\_\_\_\_ PER HOUR.

The signature of the bidder below signifies the assent of the bidder to all of the terms and conditions of this RFP unless exception is taken, in writing.

BIDDER:\_\_\_\_\_

Type Name of Corporation or Respondent

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Type or print name signed above

Telephone:\_\_\_\_\_

E-mail:\_\_\_\_\_

Fax:\_\_\_\_\_

\* Attach to this document curriculum vitae